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MINUTES  
TRAINING OFFICERS MEETING

Thursday  
7 Oct 1954

Document No. 037

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6 Feb 78 By: on

ATTENDANCE:

Mr. Baird, D/TR

UNFINISHED BUSINESS:

1. PHASE III:

The points raised by [REDACTED] on trainee criticism of the last three runnings of Phase III were discussed in detail, with particular attention to whether the objectives of the course are being met. It was pointed out by [REDACTED] that the recently completed course No. 4 cannot be compared to previous runnings, as progress has been considerable; that objections relating to previous runnings of the course are being ironed out. Every lecture and seminar has stated objectives agreed upon by instructors and staff. Objectives of Phase III are to teach all intelligence officers of the clandestine services and connected services what the DD/P does and how. For instance, the course is not designed to teach advanced tradecraft, but in conjunction with the BIC and Phase II, to turn out the best possible case officers in 13 weeks.

[REDACTED] admitted that in his opinion the course has not made sufficient progress in the field of operational review procedures, but said that there is no uniform approach to this problem in the DD/P. He also stated that the confusion in the minds of trainees stems directly from the confusion in the DD/P itself. In many cases there is no answer to the "how to do it" question.

[REDACTED] commented that the student critiques reviewed by him indicate real progress in the development of this course.

Mr. Baird concluded the discussion by suggesting that the CS Training Committee, or some other designated body from the DD/P, conduct a survey of Phase III to determine if the objectives that the DD/P desires are being met; if not, that this body make concrete, specific and constructive recommendations on how to meet them.

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2. DRAFT REGULATION ON TRAINING MATERIAL FOR FOREIGN IS:

██████████ distributed copies of the proposed regulation to members of the committee for study and comments.

3. RECOMMENDATIONS ON TRAINING FOR CAREER BOARD ACTIONS:

██████████ reported that the committee had met with Career Service Officers to set up uniform procedures, which will include minimum standards and qualifying standards for all career staff employees, and specific training programs for the three phases of career development.

Mr. Baird brought up the matter of external training being limited to career appointees, or personnel with at least three years of employment with CIA. The Committee will give it further consideration.

4. PRIORITIES FOR TRAINING EVALUATIONS ON GREEN SHEET:

██████████ reported that training evaluation priority may be indicated on the revised green sheet under "remarks". ██████████ said that rubber stamps reading, "priority evaluation" have been ordered for use by FI, ██████████, and TSS Senior Staff Training Officers. ██████████ cautioned against too frequent requests for priority handling, as by rule of thumb, requests amounting to 10% or more would cancel out the emergency nature of the requests.

5. CAPSULE COURSE:

The next course, a second running of the CFA capsule, scheduled for 26-27 October, will conflict with the denied areas seminar. ██████████ will advise ██████████ as to a suitable date.

6. MEDICAL RESTRICTIONS FOR ██████████ COURSES:

In reply to a query from Mr. Baird as to the status of this problem, ██████████ said a meeting will be held at 1530 on 7 October in ██████████ office. ██████████ will attend in the capacity of an interested bystander.

NEW BUSINESS:

1. REPORT ON MEETING RE INVESTIGATIVE TECHNIQUES COURSE:

██████████ stated that all parties were in agreement on the course, to be offered at Headquarters for the first time on or about 15 November. OTR will contribute the operational part and TSS the technical part of the instruction. This course will be a prerequisite to the Audio-Surveillance course, currently in the planning stage. Mr. Baird asked that all Division Training Officers be provided with copies of ██████████ memorandum on the Investigative Techniques course.

2. DENIED AREAS SEMINAR:

██████████ announced that the next running of the seminar will be from 25 October through 3 November, mornings only. The seminar will be conducted by ██████████ with attendance expected to be 20 - 25. He invited OTR to send representatives, especially one from Phase III. ██████████ requested that a space be reserved for him or someone from his staff.

In reply to an inquiry from ██████████, it was stated that training credit will not be granted for the seminar, since it is not a formal training course.

3. CSR COURSE AS SUBSTITUTE FOR PHASE III FOR OVERSEAS RETURNEES:

It was pointed out that returnees would take Phase III or the Clandestine Services Review Course, depending on individual level of experience. In the event a returnee completes the CSR, he will receive constructive credit for Phase III.

██████████ stated that FI will have approximately 6 people for the CSR.

4. REGISTRATIONS FOR WSEC:

██████████ reported that he has succeeded in signing up six people from ██████████ staff and two from SR; there are eleven enrollments to date.

5. RO COURSE SITUATION:

██████████ said there are several people who need the ██████████ course to qualify for a ██████████ designation. There are only 3 persons enrolled for the 25 October running, but Mr. Baird said it would be run as scheduled since the requirement is urgent. Two or three people may be enrolled from the staff ██████████

6. INVENTORY OF INSTRUCTIONAL SKILLS WITHIN THE CLANDESTINE SERVICES:

██████████ outlined a proposal to catalog and record employees' background and experience in teaching, military training, CIA training, and allied fields. ██████████ expressed an interest in seeing such a project undertaken, and asked ██████████ to work on it. He emphasized that OTR needs instructors for Phases II and III.

OTHER BUSINESS:

1. ██████████ indicated a pressing need to know if there will be more enrollments for the 25 October running of the Anti-Communist Operations Course, as there are high level guest speakers to be scheduled or released.

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2. [REDACTED] expressed an interest in the DD/P Definitions Committee mentioned [REDACTED]. The group has recently completed ten definitions and [REDACTED] see that OTR receives copies of these and all other issuances, for use in training courses and inclusion in the OTR Glossary of Intelligence Terminology.

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3. It was suggested that the Operations Officers meeting [REDACTED] be used as a forum for discussion of Phase III, but [REDACTED] said the discussion should be limited to operational policy and doctrine matters on which [REDACTED] has specific questions to pose. [REDACTED] stated the meeting would be an overnight trip during the week; the date to be established and possibility of scheduling an early morning return trip to Washington to be investigated.

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